



**URBAN RENEWAL PLAN INTERN**  
**Graduate Student: \$16 - \$17.60**  
(Salary Commensurate with Experience)



The Baltimore City Department of Planning has a fall semester internship opportunity for 2017 in the Comprehensive Planning Division. The **Urban Renewal Plan Intern** will be responsible for managing active Urban Renewal Plans and assisting with the update process to amend the plans.

**ESSENTIAL RESPONSIBILITIES**

- Review active Urban Renewal Plans to identify existing use restrictions that are not legally enforceable such as prohibitions on drug abuse rehabilitation centers and assisted living facilities.
- Compare existing use restrictions listed in Urban Renewal Plans to the uses listed in the new zoning code.
- Study the new design guidelines in TransForm Baltimore and compare with the design guidelines included in applicable Urban Renewal Plans to identify where redundant language exists.
- Create a list of locations that have been identified for acquisition in Urban Renewal Plans and consult with BDC and Housing to determine if the acquisition authority is still necessary.
- Identify any language in the Urban Renewal Plans that refers to the old zoning code and edit accordingly.
- Amend the zoning map included in the exhibits for each Urban Renewal Plan to reflect the updated zoning for the area.
- Draft versions of Urban Renewal Plans that include the required edits and removal of any unnecessary/redundant regulations.
- Schedule meetings with City Council representatives to review the proposed amendments and gather input for any additional edits.
- Meet with applicable community organizations and/or merchants associations to brief them and collect feedback regarding the proposed amendments.
- Coordinate with the Land Use and Urban Design division to finalize the language that will be introduced for the applicable administrative bills.
- Prepare any documents that will need to be submitted to the City Council/Urban Affairs and Aging Committee.
- Create PowerPoint presentations for the applicable Planning Commission hearings.

## **MINIMUM EDUCATION AND EXPERIENCE**

- Students currently enrolled in an accredited educational institution pursuing a graduate degree in urban or regional planning, public administration or a closely related field.
- Students with a minimum overall GPA of 3.0.

## **HOW TO APPLY**

Qualified individuals must email a cover letter and a resume specifically addressing qualifications relevant to this position to [planningjob@baltimorecity.gov](mailto:planningjob@baltimorecity.gov). Please specify “**Urban Renewal Plan Intern**” in the subject line of your email.

### **Contact:**

Baltimore City Department of Planning  
410-396-7526 (t)

**CLOSING DATE:** July 11, 2017

**CONDITION OF EMPLOYMENT:** Finalists must successfully pass drug and alcohol screening, a criminal background investigation, and education verification.

**NON-CLASSIFIED POSITION  
AN EQUAL OPPORTUNITY EMPLOYER**